



## Importing QuickBooks Data

1. If you have not done so already, you will need to purchase the QuickBooks Converter add-on from [extras.nolapro.com](http://extras.nolapro.com) and then activate the code you receive in the program you want to import your QuickBooks data into. You can activate add-ons at Tools → Add-Ons. Click the *Apply Activation Codes* button.
2. Go to Tools → Imports → Import QuickBooks Files.
3. You will have Green check marks next to items that were able to be exported from QuickBooks. Click the *Next* button.
4. **Import your QuickBooks Data in Tab Order.** It is important that you go through each tab in order beginning with GL Accounts when you import. For each tab you can first click *View Records* to see the data to be imported. If there are no records for a particular tab, it is OK to proceed to the next tab.

When you are ready to bring in data click the *Import* button.

5. **\*\*\* This is an extremely critical step! \*\*\*** After bringing in your QuickBooks GL Accounts, **YOU MUST** update the default accounts to be used inside NolaPro.

Click on each link to update AR, Inventory, AP and Payroll Standard GL Accounts. If these defaults are not set, your data may fail to import properly.

If you do not have a GL account that matches one of NolaPro's defaults, you can click on Add New GL Account at the bottom of all the Standard GL Accounts screens. Add the new account then go back to your Standard GL Accounts window. The new account you just created will now show up in the auto-complete box when you begin to type.

Setting up these default accounts will take a little bit of time, but it is absolutely necessary in order for the rest of your data to come in properly.

Be sure to set a *Default Location* and a *Default Price Level* under the *Inventory Standard GL Accounts* section.

Some accounts in QuickBooks might not have a number assigned. Since NolaPro requires an account number for each GL account, any account that doesn't have a number assigned will be given a temporary random account number beginning with NP##... So one might look like NP84884993.

Continue through each tab, clicking the Import button on each, in order to bring in the rest of your data. Data can be viewed before importing by clicking on View Records. Imports after the GL Account tab will automatically take you to the next tab in line.

6. **Check Out Your Data.** After you have brought in all of your data, browse through NolaPro to see if it looks like it should (for example Reports → Billing → Aging Summary or Summary of Invoices, Reports → Payables → Aging – Summary, Reports → Contacts → Customer List, Reports → Contacts → Vendor List, Reports → Contacts → Employee General Info).

QuickBooks does not always export the proper current balance along with each GL Account so you will want to bring up your balance sheet (Reports → Ledger → Balance Sheet) to see if your accounts balance. You can compare this with your QuickBooks balance sheet. To make adjustments to any NolaPro beginning balance total go to Ledger → Journal Entries → Edit Journal Entry. Search for the current day. Edit the one labeled *QuickBooks GL Account Import*.

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